

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, September 10, 2014 11:18 AM
To: Holman, Alvin
Cc: Szerlog, Michael
Subject: RE: In-House Destruct Form for Your Review (Schedule 028E - Travel records)
Attachments: In-House Records Destruction Form for AH 1010a 09-11-2014.doc

Categories: Record Saved - Shared, Blue Category

Hi Alvin,

Your destruction form says 1/2/2007 – 12/31/2008, but your box information says 12/31/2007. If it's 2007 they are eligible for destruction, they go through 2008 you'll need to wait until April 2015.

Due to the search for Renee's travel records, you may want to list the people in the box contents if they are divided by the people. Anyone that does Superfund travel should be pulled and retired under 024a with a 30 year retention. Also the new schedule for Travel Records is EPA 1010a. Please let me know if you have questions. I've made some edits to your form. I'm not sure if they'll save in the email attachment. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CRC-163
(206) 553-2595 voice; (206) 553-0714 fax

From: Holman, Alvin
Sent: Wednesday, September 10, 2014 10:55 AM
To: Aoyama, Joyce
Cc: Szerlog, Michael
Subject: In-House Destruct Form for Your Review (Schedule 028E - Travel records)

Attention: Joyce

Could you kindly review this In-House Destruct Form for me.

Thank you.

Alvin Holman, SEE Records Management Specialist
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